# College Work Study Interface

## Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.0

**Office of Information and Instructional Technology**

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# Georgia Enhanced College Work Study Interface

## Introduction

### Purpose

The Georgia Banner Enhanced Student and Financial Aid College Work Study Interface (CWSI) process inserts College Work Study payroll information from ADP into Banner, eliminating manual entry. Users maintain CWSI through Banner baseline and Georgia Enhancements.

### Target Audience

Target audience includes the following:

- Financial Aid Officers
- Payroll Officers
- Business Officers

### Purpose and Scope of Document

This document explains how to use the Georgia Enhanced version of College Work Study Interface that accommodates University System of Georgia needs and requirements.

This chapter includes the following topics:

- Introduction to CWSI
- CWSI Menu Reference
- CWSI Process Flow
- CWSI
  - Establishing CWSI Codes and Rules
  - Awarding and Creating Employment Authorizations
  - Creating the ADP Load File
  - Verifying and Correcting CWSI Error Results
  - Loading CWSI Data into Banner
  - Verifying CWSI Results

### Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

**References**

For information about the baseline product, see *SGHE Banner, Financial Aid User Manual, Chapter 16, Student Employment.*

**Support**

For additional OIIT resources and support, contact the OIIT Helpdesk:

- Web support request self-service: http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the OIIT Helpdesk immediately

- 706-583-2001

Toll free within Georgia: 1-888-875-3697

# College Work Study Interface Menu and Forms Reference

## Overview

Use the following Banner baseline forms to establish and maintain College Work Study:

| Descriptive Title | Name |
|---|---|
| Employment Authorization Status Validation Form | RTVAUST |
| Job Title Requirements Form | RJRJREQ |
| Job Title Base Data Form | RJRJOBT |
| Placement Base Data Form | RJAPLBD |
| Placement Rules Form | RJRPLRL |
| Student Employment Default Rules Form | RJRSEDR |
| Award Form | RPAAWRD |
| Student Employment Authorizations Form | RJASEAR |

Use the following Georgia Enhancement processes to load and update student records for College Work Study:

| Descriptive Title | Name |
|---|---|
| CWSI Load Process | ZRPWST1 |
| CWSI Update Process | ZRPWST2 |
| CWSI Remaining Balance Report | ZRRWSTD |

## CWSI Process Flow

**Description of CWSI**

The College Work Study Interface updates Banner with student college work study payroll information from ADP. Tasks are grouped into the following steps:

- Establishing CWSI Codes and Rules
- Awarding and Creating Employment Authorizations
- Creating the ADP Load File
- Verifying and Correcting CWSI Error Results
- Loading CWSI Data into Banner
- Verifying CWSI Results

**Timeframe**

Schools must load and update Banner with College Work Study payroll information from ADP at the end of each pay period.

## Overview of CWSI Process Flow

Complete the following steps to load and update College Work Study payroll information in Banner:

### I. Establishing CWSI Codes and Rules

| | | |
|---|---|---|
| 1. | Create Authorization Status codes. | RTVAUST |
| 2. | Establish job skills. | RJRJREQ |
| 3. | Associate job titles and descriptions with valid pay rates. | RJRJOBT |
| 4. | Establish name and address information for student employment locations. | RJAPLBD |
| 5. | Build the job placement rules. | RJRPLRL |
| 6. | Build the employment default rules. | RJRSEDR |

↓

### II. Awarding and Creating Employment Authorizations

| | | |
|---|---|---|
| 1. | Create the award for the students entitled to receive CWS. | RPAAWRD |
| 2. | Create the employment authorization for each student. | RJASEAR |

↓

### III. Creating the ADP Load File

| | | |
|---|---|---|
| 1. | Create the CWS######.txt file in ADP to be loaded into Banner. | |
| 2. | Move the file to a location where it can be processed by Banner. | |

↓

### IV. Loading the ADP File into Banner

| | | |
|---|---|---|
| 1. | Execute the CWSI Load process. | ZRPWST1 |
| 2. | Review the error report. | zrpwst1.lis |
| 3. | Make necessary corrections according to the error message received in the output file. | |

↓

| V. Updating Records in Banner | | |
|---|---|---|
| 1. | Execute the CWSI Update process. | ZRPWST2 |
| 2. | Verify the report output files. | .lis & .log |
| 3. | Verify records are updated in Banner. | RPAAWRD and RJASEAR |

| VI. Verifying Reports | | |
|---|---|---|
| 1. | Generate the CWSI Remaining Balance Report. | ZRRWSTD |
| 2. | Review the Balance Report output. | .lis & .log |

# College Work Study Interface

## *I. Establishing CWSI Codes and Rules*

### Preliminary Requirements

Specific required information must exist for each student in the following forms before CWSI:

| Descriptive Title | Name |
|---|---|
| Identification Form | SPAIDEN |
| Award Form | RPAAWRD |
| Student Employment Authorization Form | RJASEAR |

### CWSI Codes and Rules

You must establish CWSI codes and rules before the CWSI process.

Create a student employment authorization the Authorization Status Code Validation form (RTVAUST).

Define and maintain the requirements to fill a position in the Job Title Requirements form (RJRJREQ). Job titles are associated with valid pay rates in the Job Title Base Data form (RJRJOBT); valid pay rates are used in the calculation with number of hours to work to determine the pay amount. This information helps prevent over-awards for the college work study program.

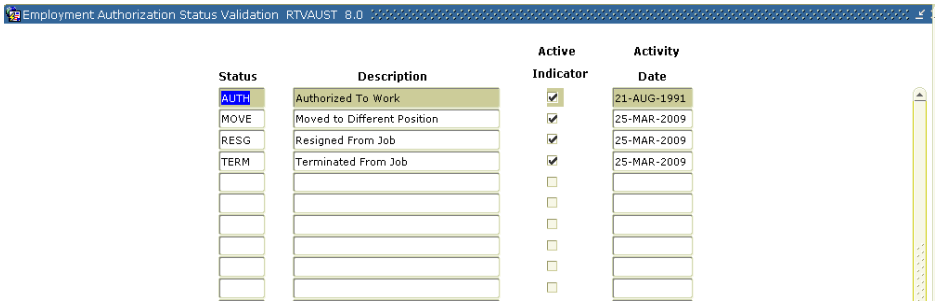
Each department/office that employs a college work study recipient requires a placement record. Establish this record in the Placement Base Data form (RJAPLBD) that stores the placement code, supervisor, and address information. Each placement record is associated with job placement rules that are established in the Placement Rules form (RJRPLRL). The position, allocation, employment class, and origination codes are entered in this form.

Build employment default rules for each aid year in Student Employment Default Rules form (RJRSEDR). The authorization start and end dates define the period of time the student is authorized for employment in a department. The starting and ending pay dates define the first and last date of payment to the student. The authorization status code declares a student authorized to work under the work study program for the defined aid year.

Complete the steps that follow to establish CWSI codes and rules.

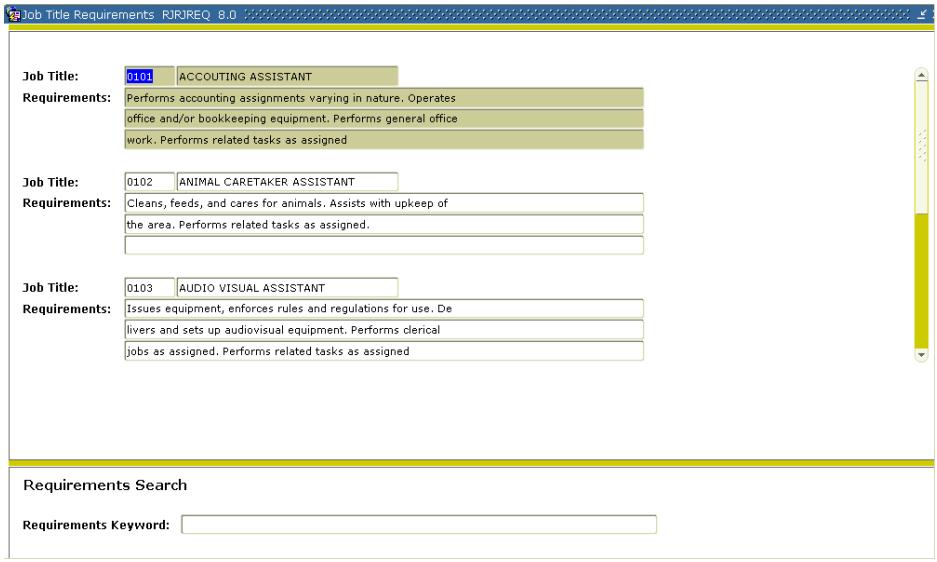
### 1. Create Authorization Status Codes (RTVAUST)

Create student employment authorization status codes on the Employment Authorization Status Validation form (RTVAUST). The status code defines an authorization code that is used in conjunction with the student's employment.



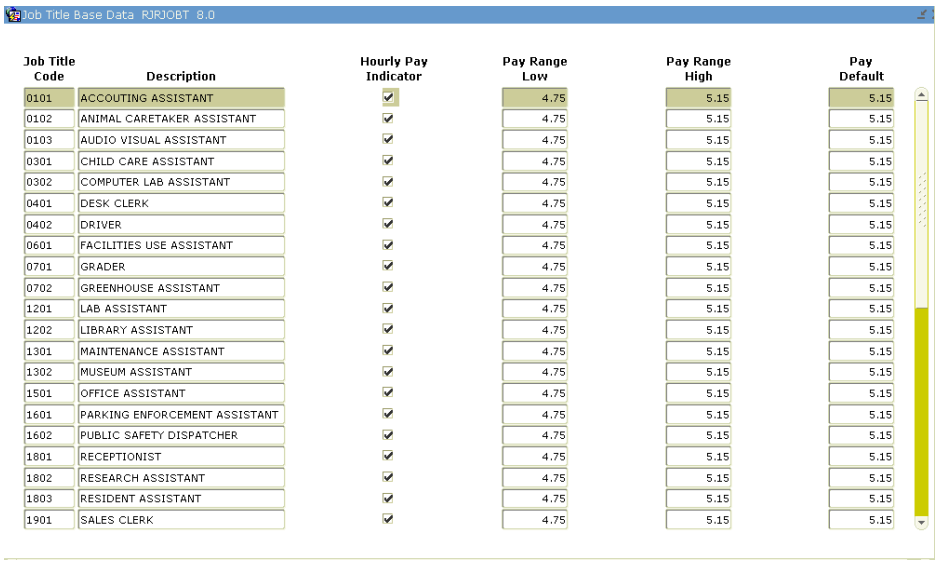

### 2. Establish Job Skills (RJRJREQ)

Establish job skills on the Job Title Requirements form (RJRJREQ). The requirements to fill a position are associated with a specific job title.


Job Title Requirements RJRJREQ 8.0
Job Title:
0101
ACCOUTING ASSISTANT
Requirements:
Performs accounting assignments varying in nature. Operates
office and/or bookkeeping equipment. Performs general office
work. Performs related tasks as assigned
Job Title:
0102
ANIMAL CARETAKER ASSISTANT
Requirements:
Cleans, feeds, and cares for animals. Assists with upkeep of
the area. Performs related tasks as assigned.
Job Title:
0103
AUDIO VISUAL ASSISTANT
Requirements:
Issues equipment, enforces rules and regulations for use. De
livers and sets up audiovisual equipment. Performs clerical
jobs as assigned. Performs related tasks as assigned
Requirements Search
Requirements Keyword:

### 3. Associate Jobs with Pay Rates (RJRJOBT)

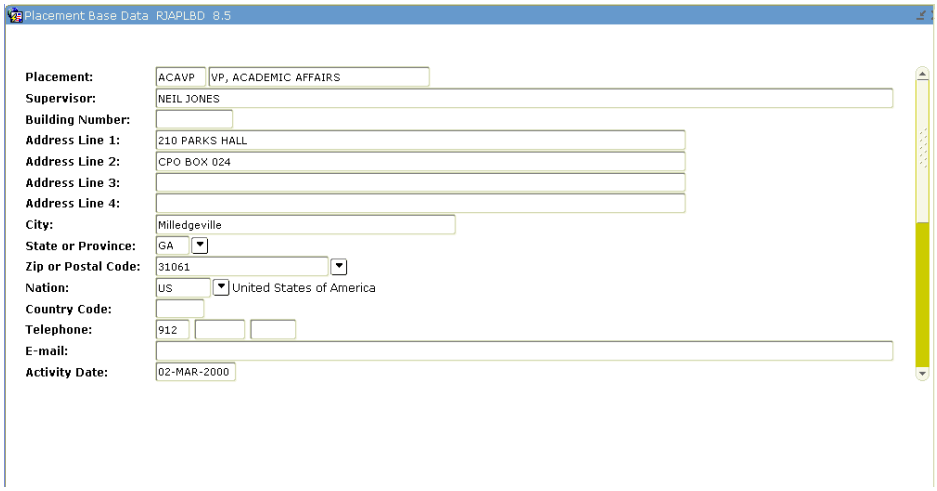
On the Job Title Base Data form (RJRJOBT), associate job titles with valid pay ranges.




| Job Title Code | Description | Hourly Pay Indicator | Pay Range Low | Pay Range High | Pay Default |
|---|---|---|---|---|---|
| 0101 | ACCOUTING ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0102 | ANIMAL CARETAKER ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0103 | AUDIO VISUAL ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0301 | CHILD CARE ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0302 | COMPUTER LAB ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0401 | DESK CLERK | ☑ | 4.75 | 5.15 | 5.15 |
| 0402 | DRIVER | ☑ | 4.75 | 5.15 | 5.15 |
| 0601 | FACILITIES USE ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 0701 | GRADER | ☑ | 4.75 | 5.15 | 5.15 |
| 0702 | GREENHOUSE ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1201 | LAB ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1202 | LIBRARY ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1301 | MAINTENANCE ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1302 | MUSEUM ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1501 | OFFICE ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1601 | PARKING ENFORCEMENT ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1602 | PUBLIC SAFETY DISPATCHER | ☑ | 4.75 | 5.15 | 5.15 |
| 1801 | RECEPTIONIST | ☑ | 4.75 | 5.15 | 5.15 |
| 1802 | RESEARCH ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1803 | RESIDENT ASSISTANT | ☑ | 4.75 | 5.15 | 5.15 |
| 1901 | SALES CLERK | ☑ | 4.75 | 5.15 | 5.15 |

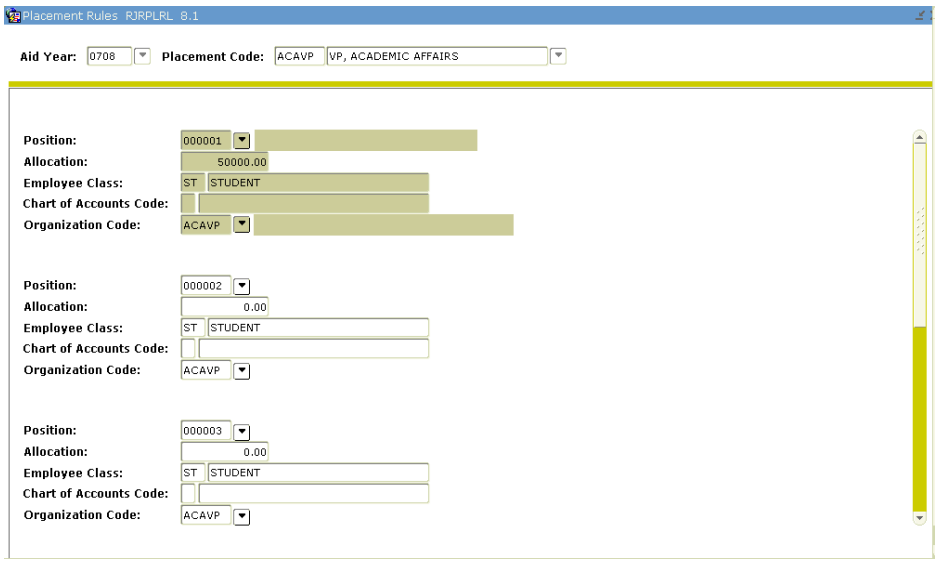
### 4. Establish Name and Address (RJAPLBD)

On the Placement Base Data form (RJAPLBD), create and maintain name and address information for student employment locations.



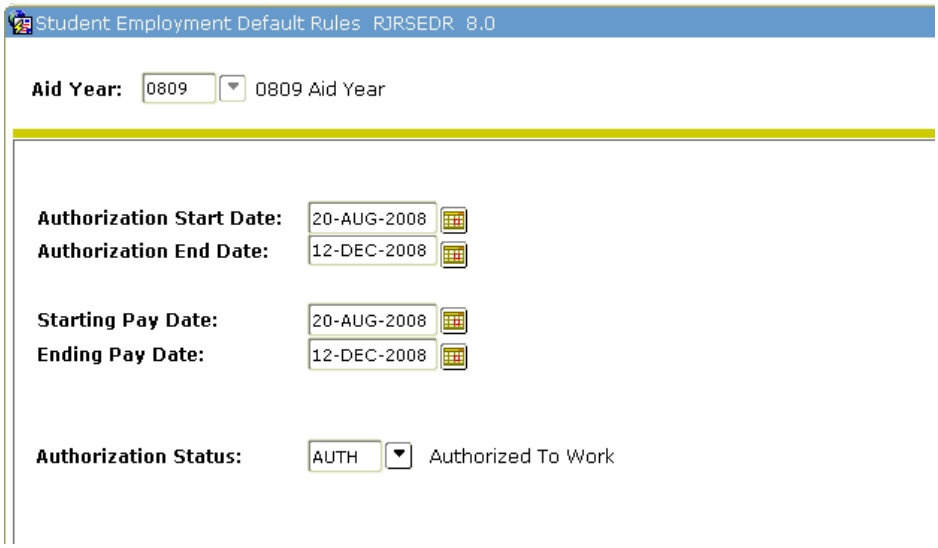
### 5. Build Job Placement Rules (RJRPLRL)

Build Job Placement Rules on the Placement Rules form (RJRPLRL). Positions and the associated allocation for positions are established and maintained in this form for each student employment location.




### 6. Build Employment Default Rules (RJRSEDR)

Build the employment default files in the Student Employment Default Rules form (RJRSEDR). The employment default rules define the authorization dates and pay dates for a specific aid year.


Student Employment Default Rules RJRSEDR 8.0
Aid Year: 0809 0809 Aid Year
Authorization Start Date: 20-AUG-2008
Authorization End Date: 12-DEC-2008
Starting Pay Date: 20-AUG-2008
Ending Pay Date: 12-DEC-2008
Authorization Status: AUTH Authorized To Work

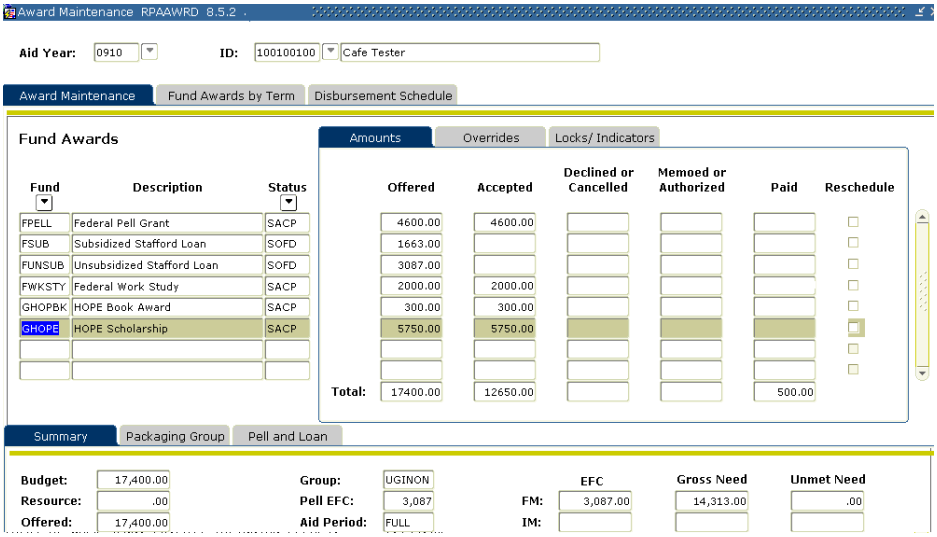
## II. Creating and Awarding Employment Authorizations

### Employment Authorizations

A student must have an award for college work study in the Award form (RPAAWRD), and a student employment record must exist in the Student Employment Authorization form (RJASEAR). Both of these forms are updated with payroll information by the completed CWSI processes.

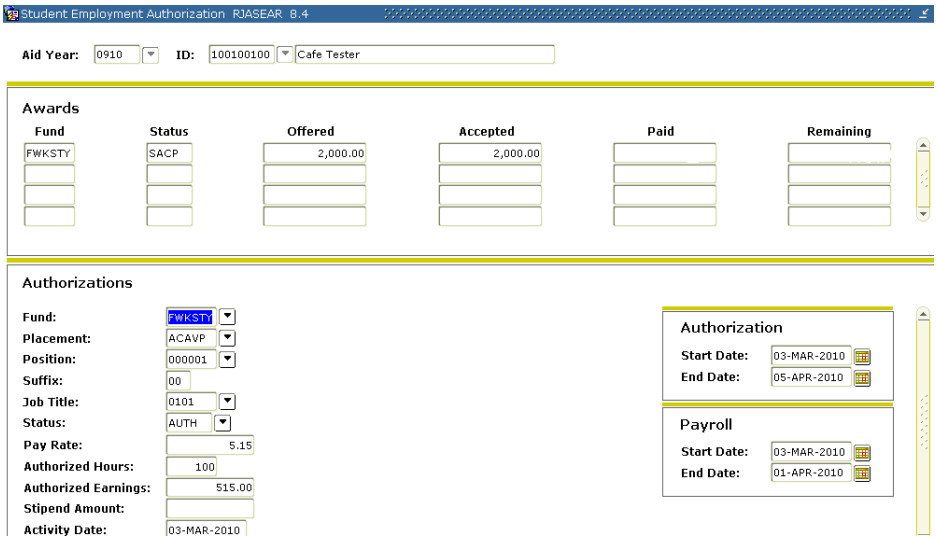
### 1. Create Awards for CWS (RPAAWRD)

Create awards for college work study on the Award form (RPAAWRD). A student must meet all eligibility requirements to receive an award for the College Work Study program.




### 2. Create Employment Authorizations (RJASEAR)

On the Student Employment Authorization form (RJASEAR), create the employment authorization for each student during a specific aid year.



## III. Creating the ADP Flat File

**ADP Flat File**

At the end of the pay period, a payroll officer creates the ADPCWS######.txt file in ADP. This file contains only college work study payroll data. The ADPCWS######.txt file is moved from the c:/temp directory to the $DATA_HOME/tapedata/finaid directory for the load process to read the file.

**1. Create the ADPCWS######.txt Flat File**

In ADP, create the ADPCWS######.txt flat file, where ###### is the run ID in ADP that is used to post the student payroll dollars to RPAAWRD and RJASEAR.

Board of Regents > BOR Payroll > Interfaces > GL Interface

The flat file is created and stored in the c:/temp directory unless otherwise designated by the user.

**ADPCWS######.txt File Layout**

| Field | Position | Length | Format | Comments |
|---|---|---|---|---|
| Account | 1-6 | 6 | Char | Must begin with 723 |
| Fund | 7-11 | 5 | Char | |
| Department ID | 12-21 | 10 | Char | |
| Program | 22-26 | 5 | Char | |
| Class | 27-31 | 5 | Char | |
| Budget Period | 32-35 | 4 | Char | |
| Project ID | 36-50 | 15 | Char | |
| Check Date | 51-61 | 11 | Date | DD-MON-YYYY |
| SSN | 62-70 | 9 | Char | |
| Expense Amount | 71-79 | 9 | Sign 7.2 | 999999.99 (negative sign –99999.99) |
| Encumbered Amount | 80-88 | 9 | Sign 7.2 | 999999.99 (negative sign –99999.99) |
| Pay Run ID | 89-92 | 4 | Char | |
| Name | 93-142 | 50 | Char | |
| Emplid | 143-153 | 11 | Char | |
| Position Number | 154-161 | 8 | Char | |
| Position Pool ID | 162-164 | 3 | Char | |
| Account Code | 165-189 | 25 | Char | |
| Pay Run Description | 190-219 | 30 | Char | |
| Transaction Type | 220-221 | 2 | Char | |
| Pay Group | 222-224 | 3 | Char | |

**2. Move the Flat File**

Move the flat file, ADPCWS######.txt, from the c:/temp directory to the $DATA_HOME/tapedata/finaid directory. Users need to remove "ADP" from the naming convention so that the file is name CWS######.txt.

The file must be in this location for the CWSI load process to read it.

## *IV. Loading the ADP File into Banner*

**CWSI Load Process**

The College Work Study Load process (ZRPWST1) generates an error report to use to make corrections before you run the next process in the College Work Study Interface.

**1. Execute the CWSI Load Process (ZRPWST1)**

Use the CWSI Load process to load and report flat file data in the temporary table used for processing CWSI. Execute the process through Job Submission (GJAPCTL) in Banner. Following is information about each of the four parameters to use when running this process.

**Note:** The CWS######.txt file must be located in the $DATA_HOME/tapedata/finaid directory for the process to read the file.

**ZRPWST1 Parameters**

| No. | Name | Req? | Description/Instructions | Values |
|---|---|---|---|---|
| 01 | File Name | Yes | Enter the name of the flat file created in ADP. | CWS######.txt |
| 02 | Aid Year Code | Yes | Enter the appropriate Aid Year for the term you are processing payroll data. | YYYY |
| 03 | Term Code | Yes | Enter the term code to be used for posting the payroll data in Banner | |
| 04 | Fund Code | Yes | Enter the fund code used for the College Work Study Program. | |

### 2. Review the Error Report

The CWSI Load process generates an error report that lists students/individuals to be loaded into Banner that are missing specific required data. The records must be corrected manually before you run the update process.

Following is a list of errors that you may see on the error report.

| Error | Description of Error |
|---|---|
| No SPRIDEN Record | This error appears when a payroll record for a student exists that has no SPRIDEN record. |
| No Employment Authorization Record | This error appears when the student is missing a record in the Student Employment Authorization form (RJASEAR). |
| No Award Record | This error appears when the student does not have a record in the Award form (RPAAWRD). |
| No SGBSTN Record Exists | This error appears when the student does not have a record in the General Student form (SGASTDN). |

Following is a sample of a zrpwst1.lis file with no errors produced when the CWSI Load process is executed.

```
* * * * * * * ZRPWST1 * * * * * * *
          version  8.0

Run began on 04-Mar-10 at 09:00:17
-----------------------------------

********** Run parameters **********

File Name :  cws030410.txt

Aid Year  :  0910

Term Code :  200908

Fund Code :  FWKSTY

-----------------------------------

Work Study Records Without ERRORS  : 1

Work Study Records With ERRORS     : 0

Total Work Study Records           : 1

Total of Work Study Payroll including errors:        300.00

Run ended on 04-Mar-10 at 09:00:18
```

The following sample displays errors that must be corrected before continuing to process work study.

```
                                                                    Page:  1
                                                  Work Study Report of Students in ERROR

--------------------------------------------------------------------------------
Empl.ID./  Payroll Name/
  SSN        Banner Name                          Amount Paid  Fund    Date Paid
---------  -----------------------------------  -----------  -----  -----------
0060011    Jo, Jittery                                248.90  FWKSTY  24-JAN-2010
221221221    ?????????????????????????? NO MATCHING SSN IN SPBPERS RECORD
0026701    Mama-Mia, Hoochee                          248.90  FWKSTY  24-JAN-2010
122122122    ?????????????????????????? NO MATCHING SSN IN SPBPERS RECORD
0061130    Williams, Stan                             248.90  FWKSTY  24-JAN-2010
253532222    Williams, Stan            No EMPLOYMENT AUTHORIZATION RECORD
0061713    Jensen, Toni                               248.90  FWKSTY  24-JAN-2010
260475432    ?????????????????????????? NO MATCHING SSN IN SPBPERS RECORD

* * * * * * * ZRPWST1 * * * * * * *
          version  8.0


Run began on 03-Mar-10 at 04:07:07
-----------------------------------

********** Run parameters **********

File Name :  cws030310.txt

Aid Year  :  0910

Term Code :  200908

Fund Code :  FWKSTY


-----------------------------------

Work Study Records Without ERRORS  : 1

Work Study Records With ERRORS     : 4

Total Work Study Records           : 5

Total of Work Study Payroll including errors:      1,195.60

Run ended on 03-Mar-10 at 04:07:11
```

### 3. Make Corrections

Correct errors manually after reviewing the zrpwst1.lis file you receive when you execute the CWSI Load process. Create records in Banner to correct the "No SPRIDEN Record" error, "No Employment Authorization Record" error, "No Award Record" error, and "No SGBSTDN Record" error.

Execute ZRPWST1 again.

Repeat this process until you receive no error messages on the report output.

## V. Updating Records in Banner

### CWSI Update Process

The CWSI Update process (ZRPWST2) loads the payroll data into the Award form (RPAAWRD) and the Student Employment Authorization form (RJASEAR). The paid amount is updated in both forms. The remaining amount is updated in the RJASEAR form.

### 1. Execute CWSI Update Process

Run the CWSI Update process (ZRPWST2) process from job submission (GJAPCTL) to update RPAAWRD and RJASEAR.

Following is information about each of the parameters to use when running this process.

**ZRPWST2 Parameters**

| No. | Name | Req? | Description/Instructions | Values |
|---|---|---|---|---|
| 01 | Aid Year Code | Yes | Enter the appropriate Aid Year for the term you are processing payroll data. | YYYY |
| 02 | Process Code | Yes | Enter the process code to audit the records that will be updated or to update the student records. | A (audit mode) or U (update mode) |
| 03 | Override Errors | Yes | Enter Y to override errors. | Y or N |

Always set Parameter 3 to 'N' unless you have verified with the Payroll Office that a correction is scheduled for the next payroll.

## 2. Verify Output Files

Verify that ZRPWST2 has completed successfully and that there are no errors. Sample output files follow:

### Sample output for the audit .lis file:

```
            Page:   1
                                  Work Study Report of Students Processed

-------------------------------------------------------------------------------------------------------------------
                                                Term                    Amt      Pay              Semester      Total
ID         Name                                 Code    DATE            Paid     Rate     Hours    Balance       Remaining   Fund
---------  -----------------------------------  ------  ---------     ------ -------- -------    ---------     ----------- ----
100100111  Tester, Cafe                         200908  20100224      300.00   5.15     58.25      160.00      1500.00      FWKSTY

* * * * * * * ZRPWST2 * * * * * * *
          version  8.0

Run began on 04-Mar-10 at 09:01:31
-----------------------------------

********** Run parameters **********

Aid Year     :  0910

Process Code :  U

Override     :  N

-----------------------------------

Total Amount  Processed : 300

Total Records Processed : 1

Run ended on 04-Mar-10 at 09:01:32
```

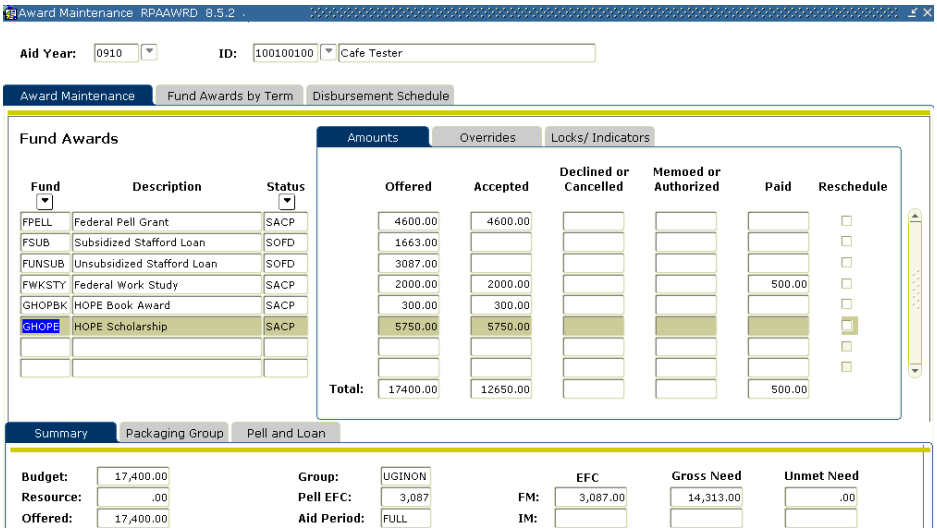
### Sample output for the update .lis file:

```
            Page:   1
                                  Work Study Report of Students Processed

-------------------------------------------------------------------------------------------------------------------
                                Term                    Amt      Pay              Semester      Total
ID         Name                 Code    DATE            Paid     Rate     Hours    Balance       Remaining   Fund
---------  -------------------  ------  ---------     ------ -------- -------    ---------     ----------- ----
444555555  Beans, Porkan        200608  20081015      213.10   5.15     41.38      446.90      1786.90      FWKSTY
741741741  Run, Chicken         200608  20081015      192.73   5.15     37.42     -660.22        89.78      FWKSTY

* * * * * * * ZRPWST2 * * * * * * *
          version  8.0

Run began on 05-Nov-09 at 11:36:52
-----------------------------------

********** Run parameters **********

Aid Year     :  0607

Process Code :  U

Override     :  N

-----------------------------------

Total Amount  Processed : 405.83

Total Records Processed : 2

Run ended on 05-Nov-09 at 11:36:53Content-type: text/plain; charset=ISO-8859-1
```

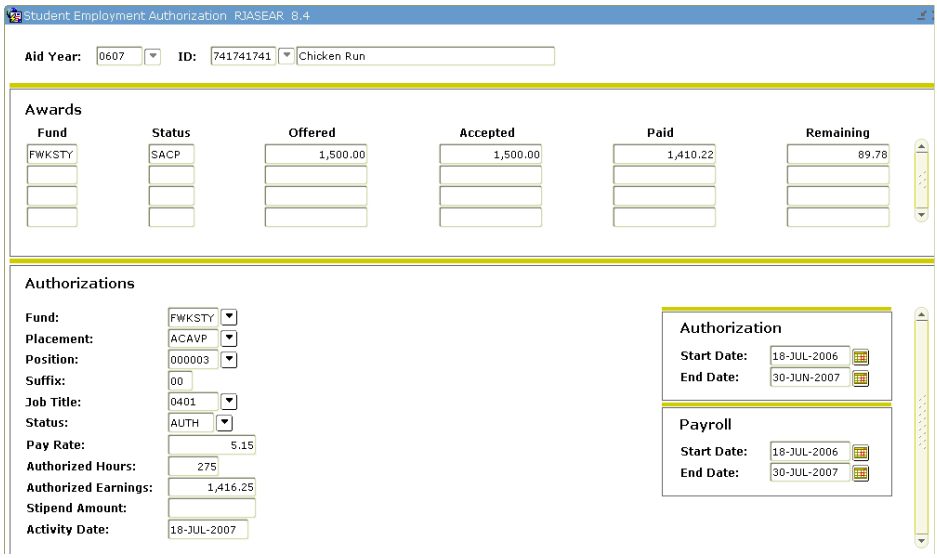
### 3. Verify Update

Verify that the records updated by the process are displayed correctly on RPAAWRD and RJASEAR. The Paid column in both records is updated each time the student is paid.

RPAAWRD should display the amount the student was paid for the pay period.




RJASEAR should display the amount paid and the remaining award balance for the student.



## VI. Verifying Reports

### CWSI Remaining Balance Report

The CWSI Remaining Balance Report (ZRRWSTD) indicates the amount the student has remaining for payment from the work study program. This remaining balance is calculated based on the amount paid for the current pay period and all previous pay periods as well as the award amount.

### 1. Generate the Remaining Balance

ZRRWSTD provides the user with a list of the remaining award amount for each student. The remaining balance is calculated based on the amount paid to the student for the pay period and all previously posted pay periods.

Following is information about each of the parameters to use when running this process.

**ZRRWSTD Parameters**

| No. | Name | Req? | Description/Instructions | Values |
|---|---|---|---|---|
| 01 | Aid Year Code | Yes | Enter the appropriate Aid Year for the term you are processing payroll data. | YYYY |
| 02 | Begin Term Code | Yes | Enter the beginning term code for the Aid Year selected. | |
| 03 | End Term Code | Yes | Enter the ending term code for the Aid Year selected. | |
| 04 | Fund Code | Yes | Enter the valid fund code for the College Work Study Program. | |
| 05 | Choose Order | Yes | Enter the order the report will print. 1 for alphabetical, 2 for SSN | 1 |
| 06 | Choose Report | Yes | Enter the report to print. 1 for error table listing, 2 for account balances, 3 for both | 3 |

### 2. Review Report Output

Review the report output to determine if a student will exceed the award amount within the next pay period. Sample output follows on the next page:

## Sample output for the .lis file

```
                Page:  1
                          Work Study Report of Students
                                  Fund Code :  FWKSTY


Students with * have balances of $100 or less
-------------------------------------------------------------------------------------
ID         Name                          Amount          Amount   Act   Work Lock
                                        Accepted           Paid          Dept. Ind
---------  ------------------        ----------        --------  ----  ------ ---
444555555  Beans, Porkan              1,320.00          213.10     Y   ACSACE  N
899234321  Bellly, Jelly              1,320.00            .00      U   ------  N
222333333  Brown, Charlie             1,320.00            .00      U   ------  N
753753753  Bubba, Hubba               1,320.00          281.50     Y    ACAVP  N
955955955  Cableguy, Larry            1,320.00            .00      U   ------  N
001140824  Je, Mecielia                    .00            .00 *    U   ------  N
001140827  Jensen, Amanda                  .00            .00 *    U   ------  N
881881881  Klump, Sherman                  .00            .00 *    U   ------  N
741741741  Run, Chicken                 750.00       1,410.22 *    Y    ACAVP  N
777111111  Tester, Plus                    .00            .00 *    U   ------  N
@00010103  Vu Jensen, Abbey N           750.00          640.35     Y    ACAVP  N
654654654  Web, charlotte             1,320.00          124.63     Y    ACAVP  N

* * * * * * * ZRRWSTD * * * * * * *
          version  8.0


Run began on 05-Nov-09 at 11:40:01
-----------------------------------

********** Run parameters **********

Aid Year  :          0607

Begin Term Code :    200608

End Term Code :      200702

Fund Code :          FWKSTY


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Total records PRINTED    : 12
```
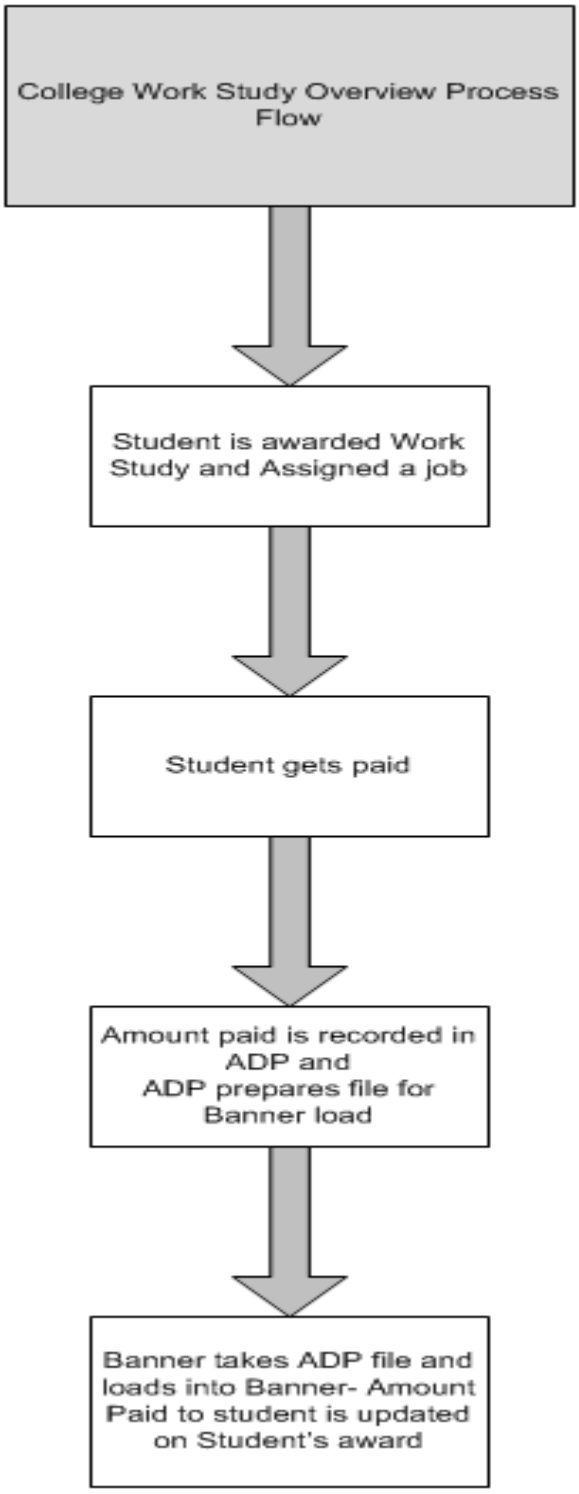

# Appendix A: Document History

This section details the history of the document and updates made for each modification.

| Release and Date | Form/Process | Page | Update Description |
|---|---|---|---|
| Georgia Enhancements 7.0, February 2006 | NA | All | Original |
| Georgia Enhancements 7.14, July 2008 | ZRPWST1 | 15 | Added screen shot of lis file with errors |
| Georgia Enhancements 8.0, March 31, 2010 | ALL | ALL | Updated screen shots from version 7x to 8x. Added Overview flow |

# Appendix B: Process Flow


College Work Study Overview Process Flow
Student is awarded Work Study and Assigned a job
Student gets paid
Amount paid is recorded in ADP and ADP prepares file for Banner load
Banner takes ADP file and loads into Banner- Amount Paid to student is updated on Student's award